

The Source



News for Small, Minority, Women and Disadvantaged Business Enterprises

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City Revises S/MWBE Program Goals



Recently, the City of Houston adopted new construction goals for its Small/Minority/Women Business Enterprise (S/MWBE) program. The 14% MBE, 5% WBE, and 3% SBE (Small Business Enterprise) goals cover all types of City contracting, including civil, vertical, and specialized contracting for City funded airport projects. Because some contracts have more subcontracting potential than others, the City has committed to setting individual contract goals that reflect the subcontracting potential of each contract.

The goals were developed based on a Disparity Study, commissioned to determine if there was a significant statistical disparity between the number of qualified MWBE contractors willing and able to perform on city contracts, and the number of such contractors actually engaged by the City or its prime contractors. These studies are required by the Supreme Court in order to justify the existence of an MWBE program. The last Disparity Study conducted by the City was in 1995.

The split MBE/WBE goals are new for the City, while the SBE goal was adopted last spring as a component of the settlement of a long-standing lawsuit. Based on the findings of the study, it was determined that a combined MWBE goal would not be legally defensible, and could jeopardize the entire program. The SBE goal can be met by MBEs, WBEs, or firms owned by non-minority males, that meet Small Business Administration Size Standards.

Affirmative Action and Contract Compliance Director, Velma Laws, was committed to an open goal setting process that would result in realistic, attainable, and legally defensible program goals. Both majority and minority contracting organizations had the opportunity to review the study, question the Disparity Study contractor, and provide input.

Some contractors expressed concern about being able to meet a 14% MBE goal. While the data suggests that this is attainable, Laws appointed Deputy Assistant Director, Robert Gallegos, as a liaison between the prime and MWBE contracting communities, in order to facilitate successful relationships. She also formed a coalition of minority and women contracting organizations, through which contracting opportunity information can be disseminated. Director Laws is a strong advocate of stakeholder partnerships, and encourages small and MWBE contractors to take advantage of professional organization membership programs and services.

For more information about the new program goals, contact Velma Laws at 713.837.9015 or Robert Gallegos at 713.837.9005.

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From the Director ~

Whew! This year continues to be a whirlwind of activity in the Affirmative Action and Contract Compliance Division. We passed the new MBE/WBE/SBE Construction goal, had a successful Government Procurement Connections conference, participated in an Economic Empowerment Forum for persons with disabilities, and kicked off the Mentor/Protégé Program and the Small Contractors Training series.

In the coming weeks, we will present new MWBE goals to City Council for Purchasing, Professional Services, and Architecture and Engineering. We will also launch our Summer Youth Employment Program, prepare to implement the new Pay or Play Program, enhance our contract monitoring efforts, and continue to provide you with a curriculum of meaningful workshops and seminars.

I encourage you to attend as many networking and business development events as your calendar will allow. For example, on Tuesday, June 26th, from 8 – 10:30 a.m., the City of Houston will be featured at the Monthly Procurement Breakfast, which will be held at Houston Community College System headquarters at 3100 Main, at Elgin. At the Breakfast, you will receive information on doing business with the city and upcoming contracting opportunities; and have an opportunity to introduce yourself and your company.

Finally, increase your exposure to City purchasing and contracting personnel by registering as a supplier in our new SAP system. The system replaces the old "Vendor Number" system, and is also used to disseminate bid/contracting opportunity information for procurement and non-professional services contracts.

Director

News Briefs

CitizensNet

Are you interested in receiving e-mail communications from Mayor Bill White and the City of Houston on topics that are of interest to you and your neighborhood? *CitizensNet* is an e-mail communications system that provides this type of information. To register to receive *CitizenNet*, go to www.houstontx.gov and click on the *CitizensNet* logo. On the registration form, you can select topics of interest such as City Contracting Opportunities; Education; Planning and Development; and Public Works and Engineering.



Mayor's Office of Affirmative Action and Contract Compliance Welcomes New MOPD Executive Director

The Mayor's Office of Affirmative Action and Contract Compliance welcomes Michelle Colvard, the new Executive Director of the Mayor's Office for People with Disabilities. Prior to accepting the Executive Director position, Colvard chaired the Houston Commission on Disabilities and the City's Public Parking Commission's Disabled Parking Committee. She also served on the Mayor's Wellness Council.

Congratulations

Patsy Jackson was recently promoted to Administration Manager of the Administration Section of the Mayor's Office of Affirmative Action and Contract Compliance. Prior to her promotion, Jackson previously held the job of Administrative Coordinator.

The City of Houston's Mayor's Office of Affirmative Action and Contract Compliance, the U. S. Small Business Administration, and Houston Business Development Inc. are sponsoring the

SBA Loan Programs Workshop



**July 18, 2007
6:00 p.m. to 8:00 p.m.**

This is a workshop for business owners wanting to learn about the SBA's loan programs. A representative of the SBA will conduct the workshop.

**Business and Technology Center (Palm Center)
5330 Griggs
Houston, TX 77021**

For more information, to register for the class, or if you are a person with a disability and need a reasonable accommodation, please call the City of Houston's Mayor's Office of Affirmative Action and Contract Compliance at 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1). You may also register by faxing the Upcoming Seminars registration form in this edition of *The Source* to 713.837.9053 or you may e-mail your registration by sending your name, company name, address, and telephone number to juan.padilla@cityofhouston.net. We cannot ensure the availability of appropriate accommodation without prior notification.

“How to Prepare a Successful Bid” Seminar

- The “How to Prepare a Successful Bid” seminar is conducted each quarter for business owners who would like to learn about the components of a bid package for the City, and want to discover how to successfully prepare a City bid. This quarter, the seminar will be held on Tuesday, June 5, 2007 at City Hall from 10:30 a.m. until 12:00 noon. City Hall is located at 900 Bagby and the seminar will take place in the basement conference room #1.
- Ray DuRousseau, Deputy Assistant Director of the Finance and Administration Department’s Strategic Purchasing Division, will conduct the class. DuRousseau will talk to the participants about how they can find out about bid opportunities and he will cover what they need to do to prepare a City bid.
- For more information, to register for the class, or if you are a person with a disability and need a reasonable accommodation, please call the Affirmative Action and Contract Compliance Division at 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1) or fill out the registration form on the Upcoming Seminars page of this edition of The Source and fax it to the Affirmative Action Division at 713.837.9053. We cannot ensure the availability of appropriate accommodation without prior notification.



Registering with the Strategic Purchasing Division of the City of Houston

All suppliers and contractors interested in registering with the City of Houston and/or bidding on products and services procured by the City of Houston, Strategic Purchasing Division, must first register for a Web Site Account (http://purchasing.houstontx.gov/registration_form.aspx). Once a user name and a password are obtained, you may then proceed to place bids, update your company profile and complete and submit a Supplier Registration Form to get on the City of Houston registered supplier list. New supplier registration is not complete until you fax to 713.247.1723 an IRS W-9 form (<http://purchasing.houstontx.gov/files/w9.pdf>). The information on this form must be the same as listed on the request for Taxpayer Identification Number as required by the Internal Revenue Service.

This registration also serves several other purposes:

- Identifies you as a potential bidder;
- Captures contact information about your business; and
- Identifies your company with required products and/or services.

*The information above is taken from the City's Strategic Purchasing Division's website at
http://purchasing.houstontx.gov/vendor_registration.htm.*

For more information, or if you have any questions, please call 713.247.1740.

The Source for S/M/W/DBE news is published by the Mayor's Office of Affirmative Action and Contract Compliance

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OSBC Provides Valuable Information for Individuals Wanting to Start a Business

The One Stop Business Center (OSBC) is conducting free presentations for individuals interested in starting a business. The OSBC is able to provide "Getting Started Packets" for businesses; direction to sources of technical assistance; and information on federal, state, and local financing programs.

The presentations will be held at several Houston Public Library locations:

Date	Time	Branch	Address	Phone Number
June 11	6:30 to 7:30 p.m.	Lakewood	8815 Feland, 77028	832-393-2530
July 19	6:30 to 7:30 p.m.	Hillendahl	2436 Gessner Rd., 77080	832-393-1940
July 21	10:30 to 11:30 a.m.	Vinson	3100 West Fuqua, 77045	832-393-2120
August 16	6:30 to 7:30 p.m.	Henington-Alief Regional	7979 South Kirkwood, 77072	832-393-1820
September 18	2:00 to 3:00 p.m.	Young	5260 Griggs Rd., 77021	832-393-2140
September 25	2:00 to 3:00 p.m.	Scenic Woods Regional	10677 Homestead, 77016	832-393-2030
October 24	6:30 to 7:30 p.m.	Park Place Regional	8145 Park Place Blvd., 77017	832-393-1970

For more information about the presentations, call the One Stop Business Center at 713-247-2982 or the Houston Public Library at 832-393-1313. If you are a person with a disability and need a reasonable accommodation, please contact the branch staff prior to the program to discuss accommodations. The availability of appropriate accommodations cannot be ensured without prior notification.

2007 Small Contractors Training Series Continues...

The 2007 Small Contractors Training Series is sponsored by the City of Houston's Affirmative Action and Contract Compliance Division, in partnership with the Houston Chapter of the Associated General Contractors (AGC), the Houston Contractors Association, the Port of Houston Authority, METRO, the Alliance of Minority Contractors of Houston, Grijalva & Allen, PC, the Houston Minority Business Enterprise Center, the Houston Community College System Small Business Development Program, and the Associated Builders & Contractors of Greater Houston (ABC).

The curriculum for this series has been designed to provide small contractors with first hand information on what prime contractors want, need, and expect, as well as, management and technical training to enhance their knowledge in this evolving industry. There are twelve workshops in the series and room is still available in the remaining sessions. The series is being held at the AGC Office, 3825 Dacoma St., Houston, Texas 77092

This is the fourth year that the series has been offered. There will be no charge for the training series.

All sessions are scheduled from 3:30 p.m. to 6:00 p.m. (time will be allotted for networking prior to each workshop from 3:30 p.m. to 4:00 p.m. and the workshop program will be from 4:00 p.m. to 6:00 p.m.). The dates and days of the remaining sessions and the topics to be discussed are:

Wednesday, May 30th **Filing Payment Bond Claims**

Wednesday, June 6th **The Bid is Out**

- Delivery Systems
- Plans, Specs, Scope of Work
- Accessing Contracting Opportunities
- Pre-bid Conferences
- Communicating with Prime Contractors / Networking

For more information, to register, or if you are a person with a disability and need a reasonable accommodation, call the Affirmative Action and Contract Compliance Division at 713.837.9043 (Relay Texas 1.800.735.2989 or 7-1-1). You may also register by faxing the Upcoming Seminars registration form in this edition of *The Source* to 713.837.9053 or you may e-mail your registration by sending your name, company name, address, and telephone number to juan.padilla@cityofhouston.net. We cannot ensure the availability of appropriate accommodation without prior notification.

The City of Houston's Mayor's Office of Affirmative Action and Contract Compliance, the U. S. Small Business Administration, and Houston Business Development Inc. are sponsoring the

SBA Surety Bond Guarantee Program and 8(a) Certification Seminar



**July 31, 2007
6:00 p.m. to 8:00 p.m.**

This is a seminar for business owners wanting to learn about the SBA surety bond guarantee program and 8(a) certification. A representative of the SBA will conduct the workshop.

**Business and Technology Center (Palm Center)
5330 Griggs
Houston, TX 77021**

For more information, to register for the class, or if you are a person with a disability and need a reasonable accommodation, please call the City of Houston's Mayor's Office of Affirmative Action and Contract Compliance at 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1). You may also register by faxing the Upcoming Seminars registration form in this edition of *The Source* to 713.837.9053 or you may e-mail your registration by sending your name, company name, address, and telephone number to juan.padilla@cityofhouston.net. We cannot ensure the availability of appropriate accommodation without prior notification.



City of Houston

611 Walker, 7th floor, Houston, Texas 77002 713.837.9000
Affirmative Action and Contract Compliance Division
Velma Laws, Director

Upcoming Seminars

The curriculum for the series has been designed to provide small contractors with first hand information on what prime contractors want, need, and expect, as well as management and technical training to enhance their knowledge in this industry. Two sessions remain.

Explore the components of a bid package for the City of Houston and discover how to successfully prepare your City bid.

This is a workshop for business owners wanting to learn about the SBA's loan programs.

This is a seminar for business owners wanting to learn about the SBA surety bond guarantee program and 8(a) certification from a representative of the SBA.

2007 Small Contractors Training Series (continues)

May 30, and June 6, 2007
3:30 p.m. to 6:00 p.m.
3825 Dacoma Street
Houston, TX 77092

How to Prepare a Successful Bid

June 5, 2007
10:30 a.m. to 12:00 noon
City Hall
900 Bagby, Basement, Conf. Room #1
Houston, TX 77002

SBA Loan Programs Workshop

July 18, 2007
6:00 p.m. to 8:00 p.m.
5330 Griggs
Houston, TX 77021

SBA Surety Bond Guarantee Program and 8(a) Certification Seminar

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FAX this response form to 713.837.9053 or e-mail the information to juan.padilla@cityofhouston.net to reserve your seat today!

Yes, I will attend the following events:

☐ 2007 Small Contractors Training Series

Name

☐ How to Prepare a Successful Bid

Company

☐ SBA Loan Programs

Address

☐ SBA Surety Bond Guarantee Program and 8(a) Certification Seminar

City/State/Zip

Phone

E-mail Address

Call 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1) for more information or if you are a person with a disability and need a reasonable accommodation. We cannot ensure the availability of appropriate accommodation without prior notification.

Don't miss these upcoming events...

How to Prepare a Successful Bid

June 5, 2007

10:30 a.m. to 12:00 noon

City Hall

900 Bagby, Basement, Conf. Room #1

Houston, TX 77002

SBA Loan Programs Seminar

July 18, 2007

6:00 p.m. to 8:00 p.m.

Business and Technology Center

5330 Griggs

Houston, Texas 77021

SBA Surety Bond Guarantee

Program and 8(a) Certification Seminar

July 31, 2007

6:00 p.m. to 8:00 p.m.

Business and Technology Center

5330 Griggs

Houston, Texas 77021

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Affirmative Action and Contract Compliance
611 Walker, 7th Floor
Houston, TX 77002

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